

UNITED STATES GOVERNMENT

Memorandum

STATINTL

TO : Administrative Staff, OCR

DATE: 11 December 1963

ATTN:

FROM : Chief, Machine Division

25 YEAR RE-REVIEW

SUBJECT: Printing Requirements Placed on PSD
by Machine Division

The major projects now being handled by PSD for Machine Division are joint programs with BR, GR, and DD. In each case the printing requirement is placed on PSD by one of the other Divisions.

The Machine Division is scheduled to receive printed Intellofax cards from 600 to 700 mats daily. Occasionally PSD does not meet this requirement. This places undue hardship on the Division as personnel, equipment, and space has been set aside to process this work on a daily basis.

The Machine Division is presently preparing 8 copies of the Document Division Organization Abbreviation Dictionary (3 tags). Previously the listing was prepared on multilith mats and disseminated to interested USIB agencies. Document Division has abandoned this procedure because the time lag in PSD was too great. This places additional work on the Machine Division and also means that interested USIB agencies no longer get the number of copies which they require.

I do not wish to be misquoted or misunderstood in leveling this criticism on PSD for I have only the words of Agency employees who come to MD with request for routine copying of documents. Many of them claim it takes two or three weeks to get a request of this type processed through PSD. PSD on the other hand claims that they have actually been operating with a bare minimum of personnel and that it has only been because of each individual effort and through the use of overtime that they have been able to accomplish their task.

Each day I note new reproduction equipment being installed in the building and each day requests for on-the-spot reproduction continually increases. This is an important service that should be provided and PSD should consider a large central copying facility where request for on-the-spot reproduction can be done.

STATINTL

